

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 07/23/15 (4:30 PM)

STATE JOB TITLE: RECORDS ANALYST I			STATE JOB CLASS: BH10	
BAND: 03	SALARY RANGE	\$ 021484 - \$ 039754	SPECIAL INCENTIVE: NO	
LEVEL: E	SALARY RANGE	\$ 025139 - \$ 039754	SCEIS POSITION #: 61019387	

DESCRIPTION OF DUTIES:

THE INCUMBENT IS RESPONSIBLE FOR PERFORMING A WIDE RANGE OF DUTIES ASSOCIATED WITH THE CREATION OF INMATES' WARDEN RECORDS AT THE KIRKLAND RECEPTION AND EVALUATION CENTER. REVIEWS, INSPECTS AND ANALYZES ALL RECORDS TO ENSURE THAT ALL SUBSEQUENTLY GENERATED DOCUMENTS AND MATERIALS ARE PROPERLY FILED THEREIN. ENSURES THAT THERE ARE NO ERRORS WHICH COULD RESULT IN MANAGEMENT DEFICIENCIES AND/OR BREACHES IN SECURITY. FILES, IN PROPER ORDER, ALL DATA GENERATED BY THE CRT INTERVIEWS TO INCLUDE FAMILY, EDUCATION, EMPLOYMENT, SOCIAL/ECONOMIC, MILITARY, PRIOR INCARCERATION, AND PRIOR CRIMINAL HISTORY BACKGROUND INFORMATION. FILES ALL COMMITMENT ORDERS AND ANY OTHER DATA RECEIVED FROM OTHER AGENCIES, AS WELL AS OTHER AREAS WITHIN THE R&E CENTER. PREPARES AND FILES PICTURES ON ALL INMATES RECEIVED AT THE CENTRAL R&E CENTER, TO INCLUDE MAKING A FLASH CARD FOR EACH INMATE. TYPES LABELS FOR WARDENS' RECORDS, AND OTHER RELATED DUTIES AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING